

**Brighton Town Board
Finance and Administrative Services Committee
Meeting Notes from the Wednesday May 18, 2016 Meeting**

Attendees: Councilmember Jason DiPonzo, Supervisor William Moehle, Tim Keef, Tim Anderson, Ramsey Boehner, and Suzanne Zaso (as Staff to the Committee).

The Town Board's Finance and Administrative Services Committee (the FASC) met at 8:30 a.m. and reviewed a number of contractual, procurement, finance and/or budget, and personnel related matters referred by Town departments and is prepared to make recommendations to the full Town Board as follows:

Approval of Minutes: Approved minutes from the May 18, 2016 meeting.

Town Bid/Proposal Authorizations and Awards:

No matters for this meeting.

Grant Authorizations and Acceptances:

No matters for this meeting.

Contracts and Contract Change Orders:

Modification to Grant Agreement for Comprehensive Plan Update (Building & Planning) – The FASC discussed with Ramsey Boehner his request for Town Board action to authorize the Supervisor to sign a modification to the grant agreement with NYSERDA (Cleaner, Greener Communities Program) for the Town's Comprehensive Plan Update to extend the date until 3/31/17 and amend the payment schedule.

The FASC recommends the Town Board take favorable action on this matter.

Budget Amendments and Transfers:

Budget Transfer for Building Code Review (Building & Planning) – The FASC discussed with Ramsey Boehner his request for Town Board action to authorize a budget transfer totaling \$3,985 to support code compliance reviews for building permits to be performed with in-house staff.

The FASC recommends the Town Board take favorable action on this matter.

Personnel Matters:

No matters for this meeting.

Other Matters for Action of the Town Board:

Donation of Trash Receptacle (Public Works) – The FASC discussed with Tim Keef his request for Town Board action to accept a trash receptacle valued at approximately \$1,200 from Brighton resident William Price.

The FASC recommends the Town Board take favorable action on this matter.

Other Matters for Discussion Only:

The FASC discussed with Tim Anderson and Tim Keef their request to replace a 2004 tractor used for sidewalk snowplowing before the 2016/17 snow season as opposed to its projected replacement in 2017. The current tractor is heavily rusted and held together with duct tape in spots. It is also in need of repairs estimated to be between \$11,000 and \$14,000. A new tractor is estimated to cost around \$70,000.

The FASC is recommending that highway fund balance be appropriated for a replacement tractor in 2016. The Department will research pricing on available public contracts and return to the FASC with an amount requested to be appropriated to make the purchase.

Matters Tabled for Research and/or Discussion:

No matters for this meeting.

Executive Session:

No matters for this meeting.

Next Meeting:

The next REGULAR meeting of the Town Board's Finance and Administrative Services Committee is scheduled for **Wednesday June 1, 2016 beginning at 8:30 am** and will be held in the Stage Conference Room at Town Hall.